

ESEA (NCLB) Document Catalog

Montana

Highly Qualified Staff (Series A)

- Annual Parent Notice, Right to Request Teacher Qualifications
- Teacher Qualification Response to Parents, Highly Qualified Teacher
- Teacher Qualification Response to Parents
- Notice of Teacher Status
- Annual Principal Verification of Highly Qualified Staff Requirements
- Annual Principal Verification of Highly Qualified Staff Requirements - Eligible Rural Schools

Adequate Yearly Progress (AYP) (Series C)

- MT Status of Adequate Yearly Progress (AYP) Notice to Parents
- School Transfer Option (14 Day Notice)
- District Not Making Adequate Yearly Progress (AYP), Letter to Parents
- District Improvement Plan Meeting, Invitation to Participate
- Anticipation of School AYP Status
- Results of State AYP Appeal
- Notice of School Restructuring and Parent Meeting
- Meeting Notice: Parent and Community Comment on School Restructuring Plan
- MT Notice to Parents: Options During Restructuring

Supplemental Educational Services (Series D)

- MT Annual Notice: Supplemental Educational Services
- MT Parent Request for Supplemental Educational Services
- Determination of Student Eligibility, Supplemental Educational Services
- Supplemental Educational Services: Parent Withdrawal or Request to Change Providers
- District Agreement with State-approved Supplemental Educational Services Provider
- Supplemental Educational Services - Individual Learning Provider (ILP)
- Change in District Status as Supplemental Educational Services Provider

Public School Choice (Series E)

- Request for School Transfer, Public School Choice
- District Response for School Transfer, Public School Choice
- MT District Response for School Transfer, Alternative to Public School Choice
- MT District Confirmation of School Transfer, Public School Choice

Parent Involvement (Series F)

- District Parent Involvement Policy Meeting, Invitation to Participate
- School Parent Involvement Policy Meeting, Invitation to Participate
- Parent Participation Form for District Parent Involvement Meeting
- Parent Participation Form for School Parent Involvement Meeting
- School-Parent Compact
- MT School-Parent-Student Compact
- MT What Every Parent Should Know About the NCLB Act

Title I Eligibility (Series G)

- Notice of Schoolwide Title I Eligibility

Unsafe Schools (Series H)

- MT Notice of Unsafe School
- MT Request for School Transfer, Unsafe School
- District Response to School Transfer, Unsafe School
- MT Notice to Parent of Student Victim of a Violent Criminal Offense
- MT Request for School Transfer, Student Victim of a Violent Criminal Offense
- District Response to School Transfer, Violent Criminal Offense
- MT District Confirmation of School Transfer, Unsafe School
- MT District Confirmation of School Transfer, Violent Criminal Offense

Privacy Rights (Series I)

- Access to Student Information by Military or College Recruiters
- Notice to Obtain Written Parental Consent for Military or College Recruiters
- FERPA: Annual Notice of Student Education Record Privacy
- FERPA Annual Notice for Disclosure of School Directory Info - High School
- FERPA: Annual Notice for Disclosure of School Directory Information, Elem/Middle
- Protection of Pupil Rights Amendment (PPRA), Annual Notice to Parents
- Protection of Pupil Rights Amendment (PPRA), Scheduled Activities and Surveys

Homeless Education (Series J)

- Notice of Educational Services for Homeless Children and Youth
- Public Notice, Education Rights of Homeless Children and Youth

NCLB Accountability and Compliance:

A searchable collection of NCLB-related reference guides and summaries for district and building administrators is available to manage responsibilities and timelines, and evaluate compliance and accountability procedures.

- NCLB Parent Notice and Information Requirements
- Guide to NCLB Parent Involvement and Communication Requirements
- MT NCLB Parent Notifications Summary, Checklist and Timelines
- NCLB Compliance Requirement Guide
- NCLB: A Desktop Reference
- OCR Legal Policy Requirements for LEP Students and Parents
- ELL Program Guide
- Office of English Language Acquisition - Fiscal Q & A 2006
- Summary of NCLB Policy Changes
- National Assessment of Title I: Final Report
- National Assessment of Title I: Summary of Key Findings
- FERPA: Final Regulation 12/09/2008
- FERPA: Summary - New FERPA Regulation Changes - 2008

ESEA (NCLB) Language: English

Additional languages available as a district add-on:

- Arabic
- Chinese
- Hmong
- Russian
- Spanish
- Vietnamese



opi.mt.gov

Montana
Office of Public Instruction
Denise Juneau, State Superintendent

QUICK START GUIDE

USERNAME: _____

PASSWORD: _____

ACCOUNT BASICS

Register for Access

1. Visit <http://www.transact.com>
2. Click on the Register link at the top of the page
3. Follow the prompts to create your own personal account

Log in to Your Account

1. Visit <http://www.transact.com>
2. Click on "LOG IN TO TRANSACT" (upper right)
3. Enter your district email address (username) and password
4. Click "Go"

Forgot your Password? Click on the "Forgot your password?" link on the login screen. A new password will be emailed to you.

Reset your Password

1. Log in using your temporary password
2. Go to "My Account" (upper right)
3. Click "My Profile"
4. Enter your desired password in the field provided

SITE NAVIGATION

Access Documents

1. Click on the green "Get Started" button OR hover your mouse over the blue "All Documents" menu (left)
2. Locate the category you wish to view
3. Click on the appropriate link to display the document title
4. Click on the document title
5. A linked file path at the top provides quick navigation

Search for a Document

1. Find the search field at the top of the page
2. Search by document title, language, category or keyword

Access My Favorites

1. Hover your mouse over the blue "All Documents" menu
2. Click on "My Favorites" at the bottom of the menu
3. Previously created Favorites Sets will appear
4. Open a single document by clicking on the document title
5. Open as a set by clicking "Open PDF" on the right

DOCUMENT FEATURES & FUNCTIONALITY

1. Click on a document title
2. The "Document View" screen appears
3. Detailed document information is provided along with a series of document tools on the right side

Document Tools:

1. Open PDF
2. Fill-In and Save
3. Provide Feedback
4. Add to Favorites
5. Cover Letter (NCLB/IDEA Only)

Open PDF: Change Languages, Print and Save a Document

1. Click on the title to get to the "Documents View" screen
2. Find the orange drop down box that says "English"
3. Select the language you need
4. Open the document by clicking on "Open PDF"
5. To print, click on the print icon in the Adobe Reader toolbar directly above the document
6. To save, click on the save icon in the Adobe Reader toolbar directly above the document

Fill-in & Save: Save & Print Data across Translations & Forms*

1. Click on a title to get to the "Document View" screen
2. Click "Fill-In & Save" on the right
3. Enter data in the highlighted fields
4. Click on the orange "Select Languages & Save" button
5. Enter a file name, select languages and click "Save"
6. Open or save the document
7. Typed data appears on English & translated versions
8. To print, click on the print icon in the Adobe Reader toolbar directly above the document
9. To save, select File > Save As

*The system will automatically remember data entered in the current session. This information is only temporarily stored and is deleted once you logout. Potentially private information, such as student names and addresses, are never saved to our servers.

NCLB RoadMaps: Compliance

1. All Documents > NCLB Parent Notifications > NCLB RoadMaps > RoadMaps
2. Click on the NCLB Series
3. Answer the questions as prompted
4. Click on RoadMap Summary Report PDF
5. Review Document Guidance (based on answers, system will recommend forms)

MINIMUM SOFTWARE REQUIREMENTS

1. Screen Resolution: 1024x768 minimum
2. PDF Viewers: Adobe Reader 8.0 or higher, Preview
3. Internet Browsers: Versions listed below or higher
 - a. PC: Microsoft Internet Explorer V7, Mozilla Firefox V3.0, Google Chrome V1.0+, Apple Safari V3.1.2
 - b. Mac: Apple Safari V3.0, Mozilla Firefox V3.0, Google Chrome V1.0

SUPPORT - TRANSACT CUSTOMER CARE

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- Live Help is also available